

**Section 3 Hiring Form – Employee/Employer Certification – Region 10 (New York City)**

Construction projects that are awarded certain federal funding must give, to the greatest extent feasible, hiring and training prioritization to low-income individuals. Applicants, Employees and Employers should complete this sheet to determine if Applicant/Employee is a Section 3 Worker or Targeted Section 3 Worker. **Responses are voluntary for applicants/employees. Nothing on this form shall be used to determine employee pay or promotions.**

<b>Applicant/Employee Name:</b>	<b>Home Address:</b>

**SECTION 1: APPLICANT/EMPLOYEE CERTIFICATION (Applicant/Employee Completes this Section)**

**A. I am a Section 3 Worker if one of these applies (check all that apply):**

1.  YES I am a YouthBuild participant
2.  YES My individual income or the income for my household is listed below

**NOTE:** Residents/recipients of the following benefits are likely to meet the low-income criteria: Medicaid – Public Assistance/TANF - SNAP/Food Stamps - Section 8-assisted housing - Public Housing

**Individual Income (II) or household income (HH) for the last year in the Capital Region counties are listed below. For example, if there are 5 people in your household, go to HH of 5 for your county and check if your HH income falls in that range.**

New York City Low-Income Levels		
II: \$0 - \$74,800	HH 4: \$0 - \$106,800	HH 7: \$0 - \$132,450
HH 2: \$0 - \$85,450	HH 5: \$0 - \$115,350	HH 8: \$0 - \$141,000
HH 3: \$0 - \$96,100	HH 6: \$0 - \$123,900	

*Note: Household income amount includes all sources of income earned by those in the household who are 18+. Income limits are based on 2022 HUD numbers and are subject to change. See: <https://www.huduser.gov/portal/datasets/il.html>*

**I (applicant/employee) certify that the above statements are true, complete, and correct to the best of my knowledge and belief.**

**Employee Signature** X \_\_\_\_\_ **Date** \_\_\_\_\_

*If the worker's individual income or household annual income for the previous or annualized calendar year fell below the income limit as established by HUD, they are considered "low-income" and are a Section 3 Worker who is eligible for hiring priorities in a Section 3 Project.*

**SECTION 2: EMPLOYER CERTIFICATION & DETERMINATION OF SECTION 3 WORKER STATUS (Employer Completes)**

**A. Employee is a Section 3 Worker if ONE of these apply: (check all that apply):**

1.  YES Applicant/Employee checked one of the items above and signed the self-certification above.
2.  YES Applicant/Employee's individual income from the position they (will) occupy with the Employer signing this form, when annualized on a full-time basis, is considered "low-income" according to the table above.
3.  YES Applicant/Employee's individual income from the position they (will) occupy with the Employer signing this form, when annualized on a full-time basis, is considered "low-income" according to the table above.
4.  YES The individual is employed by a Section 3 Business AND that business has completed a Section 3 Business Certification. Employer *must* obtain proof of Section 3 Business Certification available here: <https://hudapps.hud.gov/OpportunityPortal>

**\*Section 3 Business: At least 51% owned/controlled by low-income persons. Over 75% of labor hours worked by Section 3 workers within prior 3-month period. At least 51% owned/controlled by current public housing or Section 8-assisted housing residents.**

**B. Applicant/Employee is a Targeted Section 3 Worker if ONE of these apply: (check all that apply):**

1.  YES Applicant/Employee self-certified that they are a YouthBuild Participant (See Section 1, Question #1).
2.  YES Applicant/employee is employed by a Section 3 Business (Check here if Section 2:A:4, above, is checked).
3.  YES Applicant/Employee lives in the neighborhood or service area of the Project AND they are a Section 3 Worker (one of the boxes in Section 2:A, above, is checked). A service area is defined as within 1 mile of the work site or, if fewer than 5,000 people live within one mile of a work site, an expanded circle centered on the work site that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census.

**BASED ON THE ABOVE, EMPLOYEE IS A (check one, if applicable):**  Section 3 Worker  Targeted Section 3 Worker  
*The Applicant/Employee can be reported as a Section 3/Targeted Section 3 Worker for 5 years from the date of signature below.*

**I (Employer) certify that the above statements are true, complete, and correct to the best of my knowledge and belief.**

**Employer Signature** X \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date** \_\_\_\_\_